

CITY OF BURBANK

CARPENTER LEADWORKER

DEFINITION

Under supervision, to plan and supervise the work of a small crew of journeyman carpenters engaged in general carpentry work; to perform skilled carpentry work in the construction, maintenance and repair of buildings and structures; and to do related carpentry work as required.

ESSENTIAL FUNCTIONS

Performs and supervises a small crew of journeyman carpenters and helpers in performing skilled carpentry work, such as, constructing forms for all sorts of concrete structures, building frames, stairways, shelves and cabinets; erecting frame buildings and structures; erecting walls; roofing; building and installing window frames, sashes, door frames, doors and screens; repairing window frames, doors and screens; repairing office furniture; installing partitions and applying floor coverings and wallboards; prepares simple sketches of carpentry work to be done; reviews plans, specifications and outlines work to subordinates; assigns and supervises the work of carpenters and helpers; assists in the operation of power saws, joiners, shapers, sanding machines, cleaners and other power and hand tools; orders supplies and equipment; estimates costs; enforces safety regulations; keeps records and makes reports on work activities; occasionally supervises and helps others in such construction and maintenance tasks as pouring concrete, painting, grading for fences, laying bricks, laying and repairing pipe and cutting, setting and tying reinforcing rods in concrete; drives light trucks.

Distinguishing Characteristics: This class differs from that of carpenter in that incumbents are required to lead and direct the work of others, usually not more than three to four journeyman carpenters and helpers, in the performance of skilled carpentry work.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - the materials, tools and methods used in both rough and finished carpentry.
- Skills in - both rough and finished carpentry, and in the care and use of carpenter tools.
- Ability to - use and operate mechanical tools; prepare rough sketches of work and estimates of materials and labor; read blueprints and to work according to plans and specifications; carry out oral and written directions; read plans and specifications; plan, lay out, supervise and work with others; lead and train others in skilled carpentry work.

Education /Training: Two year's recent experience as a journeyman carpenter.

Special Conditions & Requirements: Employees in this classification, who are required by applicable laws and regulations to have respiratory protection, shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection.

License & Certificates: A California Class "A" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.